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Section: DPCSD
18 July 1996

# ORGANIZATION MANUAL

Functions and organization of the

DEPARTMENT FOR POLICY COORDINATION AND SUSTAINABLE DEVELOPMENT

SECRETARY-GENERAL'S BULLETIN

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To: Members of the staff

Subject: DEPARTMENT FOR POLICY COORDINATION AND SUSTAINABLE DEVELOPMENT

1. The present bulletin establishes the current functions and organization of the Department for Policy Coordination and Sustainable Development.

2. Documents ST/SGB/Organization, section K, of February 1976, ST/SGB/161 and ST/SGB/163 of 23 March 1978, and ST/SGB/Organization, section WFC of 18 October 1991 are hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

DEPARTMENT FOR POLICY COORDINATION AND
SUSTAINABLE DEVELOPMENT

## Overview

In 1992, the General Assembly adopted a number of important decisions and resolutions in the economic, social and environmental fields. These included new legislative mandates and, inter alia, follow-up to the United Nations Conference on Environment and Development, the establishment of the Commission on Sustainable Development, the World Summit for Social Development, the Fourth World Conference on Women and the elaboration of an agenda for development.

Following these resolutions, the Secretary-General decided to establish the Department for Policy Coordination and Sustainable Development in early 1993. The Department incorporated functions related to the World Food Council secretariat, the Social Development Division and the Division on the Advancement of Women of the Centre for Social Development and Humanitarian Affairs, the secretariat of the Economic and Social Council as well as aspects of the activities performed by the then Office of the Director-General for Development and International Economic Cooperation.

## Mandate

The main objectives of the Department are as follows:

To provide support for central coordinating and decision-making functions vested in the Economic and Social Council, as well as in the Second and Third Committees of the General Assembly;

To provide substantive support for sessions of the Council, in particular its high-level, coordination and operational activities segments;

To provide substantive support to the Commission on Sustainable Development, the Commission for Social Development, the Commission on the Status of Women, the Committee on the Elimination of Discrimination against Women, the Committee on New and Renewable Sources of Energy and Energy for Development and the World Food Council;

To coordinate substantive support as appropriate for subsidiary organs of the Council such as the Commission on Science and Technology for Development and the Committee on Natural Resources;

To monitor the implementation of Agenda 21 by promoting sustainable development at the international, regional and national levels, and to ensure effective follow-up to the United Nations Conference on Environment and Development, including the Global Conference on the Sustainable Development of Small Island Developing States;

To act as a focal point in the United Nations system for issues related to the advancement of women, as well as social policy and development;

To review and assess the implementation of the Copenhagen Declaration and Programme of Action for consideration by the Commission for Social Development, the Council and the General Assembly;

To review and assess the implementation of the Beijing Declaration and Platform for Action for consideration by the Commission on the Status of Women, the Council and the General Assembly;

To provide substantive support, in the context of evolving discussions in the Council and the General Assembly, for an integrated consideration of the follow-up to major conferences in the economic, social and related fields;

To provide, as required, relevant policy reports reflecting integrated, multisectoral approaches to development problems for consideration by intergovernmental bodies;

To contribute to the promotion of policy coordination and development within the United Nations, especially as regards the work of the Council and of the Second and Third Committees of the General Assembly, by preparing, in cooperation with other concerned United Nations departments or organizations, relevant policy reports;

To assist the Secretary-General in the exercise of his responsibilities for system-wide coordination with a view to ensuring policy coherence and effective coordination of United Nations activities in the economic and social sectors, through substantive servicing of the Administrative Committee on Coordination and its subsidiary machinery;

To provide substantive servicing of the Secretary-General's High-Level Advisory Board on Sustainable Development and other expert bodies, as may be appropriate;

To provide substantive interim support to specific negotiating processes launched by the General Assembly, such as the Intergovernmental Negotiating Committee for a Framework Convention on Climate Change and the Intergovernmental Negotiating Committee for the Elaboration of an International Convention to Combat Desertification in Those Countries Experiencing Serious Drought and/or Desertification, particularly in Africa;

To provide substantive support to intergovernmental discussions on United Nations reform, in particular with respect to an agenda for development; restructuring and revitalization of the United Nations in the economic, social and related fields; and the review of arrangements for consultation with non-governmental organizations;

To promote dialogue and develop cooperative relations with non-governmental organizations and major groups in civil society, in the economic, social and related fields;

To provide technical secretariat services to central intergovernmental bodies, their relevant subsidiary organs, and conferences in the economic, social and related fields, as well as providing editorial services for related documentation and publications.

## Organizational elements and their functions

### UNDER-SECRETARY-GENERAL

Performs the functions of head of department as described in the introductory section of the Manual, and directs, oversees and guides its activities. In addition:

Makes recommendations to the Secretary-General on issues falling within the competence of the Department;

Ensures substantive servicing of the Second and Third Committees of the General Assembly, the Economic and Social Council and relevant subsidiary bodies, and oversees the preparation and presentation of policy reports of the Secretary-General to such organs;

Acts as a focal point for substantive liaison with the secretariat of the Convention on Climate Change;

Represents the Secretary-General at meetings addressing issues within the purview of the Department.

### A. Office of the Under-Secretary-General

Performs the functions of a staff office as described in the introductory section of the Manual and provides assistance to the Head of the Department in carrying out his functions.

### B. Information Services Unit

Provides information systems support to the Department and assists in developing and coordinating access to the United Nations electronic information resources in the economic and social fields.

### C. Special Coordinator for Africa and the Least Developed Countries

Mobilizes support for global political processes concerning African economic recovery and development;

Provides substantive support to intergovernmental, inter-agency and ad hoc bodies, including the General Assembly, the Economic and Social Council, the Committee for Programme and Coordination, the Administrative Committee on Coordination, the Panel of High-Level Personalities on African Development, on the effective implementation of the United Nations New Agenda for the Development of Africa in the 1990s;

Provides policy advice within the United Nations system on African economic recovery and development and plays a catalytic role in encouraging the

international community to focus its development cooperation on related critical and emerging issues;

Promotes policy dialogue on Africa and undertakes studies that may be required for advocacy and consensus building for action on critical issues;

Ensures, as a co-organizer of the Tokyo International Conference on African Development, the follow-up and monitoring of the implementation of the Tokyo Declaration on African Development and the Bandung Framework for Asia-Africa Cooperation;

Provides support to the United Nations System-wide Special Initiative on Africa;

Ensures, in cooperation with the United Nations Conference on Trade and Development (UNCTAD), the effective implementation of the Programme of Action for the Least Developed Countries for the 1990s.

### D. Executive Office

The main functions of the Executive Office are described in the introductory section of the Manual.

## 1. DIVISION FOR POLICY COORDINATION AND ECONOMIC AND SOCIAL COUNCIL AFFAIRS

The Division is responsible for the provision of substantive support in preparation of inputs to the Council and its high-level coordination and operational activities segments. It provides support for the implementation of major United Nations declarations, strategies, programmes of action and in the preparation of relevant policy reports of the Secretary-General. The Division also supports system-wide programme coordination by servicing the Administrative Committee on Coordination and preparing thematic analyses of programmes and plans requested by central intergovernmental bodies. It provides substantive support to the Ad Hoc Open-ended Working Group of the General Assembly on an Agenda for Development, the General Assembly Working Group on Restructuring and Revitalization of the United Nations in the economic, social and related fields and the Open-ended Working Group on the Review of the Arrangements for Consultation with Non-Governmental Organizations. In addition, the Division provides editorial services for documentation and publications related to the economic and social fields.

The Division comprises two branches, namely the Policy Coordination and Inter-agency Affairs Branch and the Secretariat Services Branch, as well as the Operational Activities for Development Unit.

### 1.1 Policy Coordination and Inter-Agency Affairs Branch

Assists intergovernmental and inter-agency bodies by developing system-wide approaches and programmes for the coordinated implementation of policy directives and legislative mandates, particularly through preparation of

studies, reports and system-wide medium-term plans in close cooperation and consultation with organs, organizations and bodies of the United Nations system;

Provides substantive support on coordination, cooperation and joint planning in the economic and social fields to intergovernmental and inter-agency bodies and meetings, such as the General Assembly, its Second and Third Committees, the Economic and Social Council, the Committee for Programme and Coordination, the Administrative Committee on Coordination and its Organizational Committee, the Joint Meetings of the Committee for Programme and Coordination and the Administrative Committee on Coordination and the Consultative Committee on Programme and Operational Questions;

Acts as the United Nations focal point for specific system-wide activities in the economic, social and related fields;

Assists the intergovernmental bodies in ensuring the effective implementation of activities related to economic and social issues;

Prepares studies and reports to promote inter-organizational collaboration and cooperation;

Deals with issues related to the coordinated implementation of major United Nations declarations and strategies, as well as elaboration of relevant policy reports of the Secretary-General;

Provides liaison and accreditation services to non-governmental organizations in consultative status with the Economic and Social Council and ensures the substantive servicing of the Committee on Non-Governmental Organizations.

1.2 Secretariat Services Branch

Provides technical secretariat services for the Economic and Social Council and most of its relevant bodies, the General Assembly and its subsidiary bodies dealing with economic and social matters and special conferences on economic, social and related matters;

Ensures that substantive inputs to legislative bodies in the economic, social and related fields are translated into effective, coherent and orderly proceedings, responsive to appropriate mandates;

Ensures that intergovernmental bodies are informed of action taken within the United Nations system in response to their decisions;

Plans, forecasts and monitors the preparation of documentation in the economic, social and related fields and ensures their clearances by departments and offices concerned;

Informs other divisions of the Department of relevant developments, including resolutions and decisions of the intergovernmental bodies, coordinates with substantive units making contributions to intergovernmental bodies and special conferences, and ensures coordination of the overall policy review of documentation;

Coordinates its work with other servicing departments and offices, especially the Office of Conference and Support Services, in scheduling meetings, and preparing and managing the calendar of conferences in the economic, social and related fields;

Edits documentation prepared for the Economic and Social Council and most of its subsidiary bodies, in-session documentation for the Second Committee of the General Assembly and documentation for ad hoc Committees of special sessions of the General Assembly and special conferences concerned with economic and social matters.

1.3 Operational Activities for Development Unit

Contributes to the promotion and strengthening of operational activities for development within the United Nations system;

Elaborates recommendations on enhancing the effectiveness of the United Nations system in the field of operational activities for development in accordance with guidance provided by the General Assembly;

Serves as a focal point for the triennial policy review of operational activities and for related annual reports;

Prepares substantive reports on the implementation of policy decisions of the General Assembly and the Economic and Social Council, including country-level assessments, and provides substantive servicing to the operational activities segment of the Council.

2. DIVISION FOR SUSTAINABLE DEVELOPMENT

The Division is responsible for providing services to the secretariat of the Commission on Sustainable Development and its subsidiary bodies. It provides substantive support to the Committee on New and Renewable Sources of Energy and on Energy for Development and to the Committee on Natural Resources in relation to freshwater resources. The Division also analyses progress achieved in the implementation of Agenda 21 and other outcomes of the United Nations Conference on Environment and Development at the international, regional and national levels. It promotes an integrated approach to environment and development issues, as well as sectoral and cross-sectoral components of Agenda 21. In addition, it elaborates policy recommendations on sustainable development for the Economic and Social Council and the General Assembly in relevant areas and provides follow-up activities to the Global Conference on the Sustainable Development of Small Island Developing States. The Division also provides substantive secretariat support services to the Secretary-General's High-Level Advisory Board on Sustainable Development, the Inter-Agency Committee on Sustainable Development and expert bodies, as appropriate. It supports the activities related to the Intergovernmental Panel on Forests.

The Division consists of three branches and two units, namely, the Human Development, Institution and Technology Branch, the Energy and Natural Resources Branch, the Finance and Economics Branch, the Small Island Developing States Unit and the National Information Analysis Unit.

2.1 Human Development, Institution and Technology Branch

Provides substantive services to Member States, the Commission on Sustainable Development and the Inter-Agency Committee on Sustainable Development on issues related to cross-sectoral components of Agenda 21;

Conducts studies, prepares or coordinates analytical reports and other documentation for the Commission on Sustainable Development and its ad hoc working groups;

Promotes better coordination of the activities within the United Nations system in support of sustainable development and promotes cooperation and interaction in this area with intergovernmental organizations outside the United Nations system;

Ensures outreach and interaction with representatives of non-governmental organizations and major groups, including the academic and business communities;

Coordinates support for the Commission on Science and Technology for Development and promotes a coordinated approach to issues related to the transfer of environmentally sound technologies in relevant intergovernmental bodies.

2.2 Energy and Natural Resources Branch

Provides substantive services to Member States, the Commission on Sustainable Development and the Inter-Agency Committee on Sustainable Development on issues related to sectoral components of Agenda 21, particularly those related to energy and freshwater;

Conducts studies and prepares analytical reports and other documentation on relevant issues for the Commission on Sustainable Development and its ad hoc working groups;

Coordinates the preparation of reports dealing with land, desertification, forests, biodiversity, atmosphere, oceans and seas, toxic chemicals and hazardous wastes as contained in Agenda 21;

Promotes better coordination of relevant activities within the United Nations system and cooperates with intergovernmental organizations;

Ensures liaison with intergovernmental and non-governmental organizations and major groups, including the academic and business communities, on issues related to energy and natural resources;

Coordinates support for the Committee on Natural Resources through preparation of reports, follow-up actions on the Mar del Plata Action Plan, as well as elaboration of relevant policy options and recommendations to the Economic and Social Council;

Provides secretariat support to the Subcommittee on Water Resources of the Administrative Committee on Coordination;

Provides substantive support and coordination for the Committee on New and Renewable Sources of Energy and Energy for Development;

Prepares reports for the Committee on New and Renewable Sources of Energy and Energy for Development, as well as for the Economic and Social Council and the General Assembly on matters related to development of energy resources.

2.3 Finance and Economics Branch

Provides substantive services to the Commission on Sustainable Development and the Inter-Agency Committee on Sustainable Development on issues related to the implementation of Agenda 21, as well as matters related to consumption and production patterns;

Conducts studies and prepares analytical reports and other documentation on these issues for the Commission on Sustainable Development and its ad hoc working groups;

Promotes cooperation and interaction in these areas within the United Nations system, and with other relevant intergovernmental organizations and financial institutions, as well as the private sector.

2.4 Small Island Developing States Unit

Provides substantive secretariat support to intergovernmental and inter-agency processes related to the monitoring, review and coordination of the implementation of the Programme of Action for the Sustainable Development of Small Island Developing States;

Acts as a liaison and focal point for Governments, organs, programmes and organizations of the United Nations system, as well as intergovernmental and non-governmental organizations on matters related to the follow-up to the Global Conference on the Sustainable Development of Small Island Developing States.

2.5 National Information Analysis Unit

Develops thematic guidelines to assist Member States in the preparation of their yearly national submissions to the Commission on Sustainable Development;

Analyses information submitted by Governments and relevant organizations on their activities to implement Agenda 21 and prepares reports, country summaries and directories of national sustainable development;

Identifies, initiates and supports country presentations on national experiences and development strategies in implementing Agenda 21;

Develops a coordinating method to streamline United Nations agencies' requests for information on sustainable development from Governments in an effort to cut down on duplication and overlap;

Contributes to the development of an accessible and compatible United Nations system database through the Inter-Agency Committee on Sustainable Development; .

Cooperates and maintains liaison with Governments, intergovernmental bodies, United Nations Development Programme field offices, United Nations agencies and non-governmental organizations on related matters.

3. DIVISION FOR SOCIAL DEVELOPMENT

The Division is responsible for the provision of substantive services to the Commission for Social Development. It serves, in its area of competence, the Economic and Social Council and the General Assembly and contributes to the review and assessment of the implementation of the Copenhagen Declaration and Programme of Action. The Division also contributes to the preparation and follow-up of decades, years and related events in the social field. It promotes cooperation within the United Nations system and with the civil society, as the focal point for youth, ageing, disability, family and developmental social welfare. It elaborates policy recommendations on social development, and particularly on the commitments taken and recommendations adopted in Copenhagen, for consideration by the Commission for Social Development, the Economic and Social Council and the General Assembly. The Division also undertakes analyses of development from the social perspective and formulates recommendations regarding the integration of the social dimensions and social objectives into the development policy process at all levels. It develops procedures and policies for the full involvement of the private sector and of the civil society in the process of social development, particularly at the international level, through participation in the deliberations of intergovernmental bodies and expert groups.

The Division consists of two branches, namely, the Social Policy and Development Branch and the Social Integration and Participation Branch.

In performance of their responsibilities these organizational units:

Conduct analyses and prepare reports and related materials on public policies for social development centred on levels of living, on distribution of goods, services and amenities and on access of different groups to the benefits of economic development;

Considers the commitments and recommendations of the World Summit for Social Development pertaining to the reduction and eradication of poverty, to the promotion of full employment and sustainable livelihoods, and to social protection and access to services such as education and health;

Considers public policies in support of basic institutions of society, notably the family;

Promotes goals and objectives of the International Year for the Eradication of Poverty and the United Nations Decade for the Eradication of Poverty by encouraging, inter alia, coordinated approaches at the international and regional levels;

Considers the relationship between the public and private spheres of society, particularly the involvement of the private sector and of civil society, in the process of social development;

Focuses its work on the aspects of the Copenhagen Declaration and Programme of Action pertaining to the political and cultural facets of development, to institutional development, including cooperatives, and to social integration;

Provides focal points in the United Nations and in the United Nations system for the participation of specific or disadvantaged groups in society, with specific responsibilities for youth, disabled persons, the elderly, and related events, years, decades and programmes of action.

4. DIVISION FOR THE ADVANCEMENT OF WOMEN

The Division is responsible for the provision of secretariat services to the Commission on the Status of Women and the Committee on the Elimination of Discrimination against Women. It provides substantive support to the Economic and Social Council and the General Assembly in relevant areas and monitors the implementation of the Beijing Declaration and Platform for Action adopted by the Fourth World Conference on Women. The Division analyses progress achieved in the advancement of women at the national, regional and international levels. In carrying out its work, the Division promotes the use of a gender perspective in addressing global development and human rights issues, elaborates policy recommendations on matters related to the advancement of women and serves as the focal point for the coordination of gender issues.

The Division consists of one section and two units, namely, the Gender Analysis Section, the Women's Rights Unit and the Coordination and Outreach Unit.

4.1 Gender Analysis Section

Prepares analytical studies and reports to intergovernmental bodies on global issues from a gender perspective and on specific gender issues, including critical areas of concern considered by the Commission on the Status of Women in implementation of the Beijing Declaration and Platform for Action;

Monitors the progress made in the implementation of the Beijing Declaration and Platform for Action.

4.2 Women's Rights Unit

Provides substantive and technical servicing to the Committee on the Elimination of Discrimination against Women, including preparation of background materials and analyses of selected topics and technical review of States parties' reports;

Implements the communications procedure of the Commission on the Status of Women;

Assists in raising awareness, training activities and liaison with other human rights treaty bodies with respect to gender and gender specific matters.

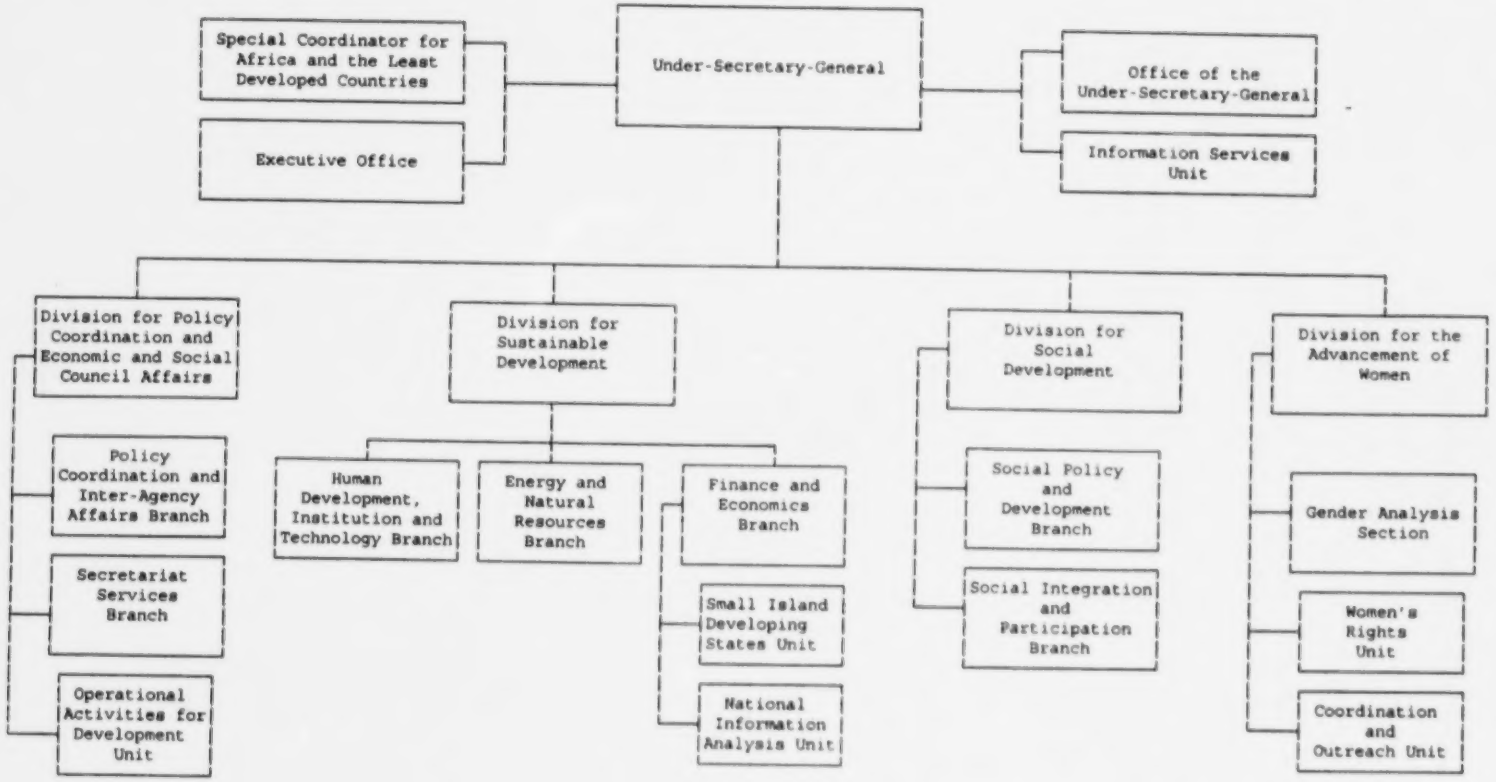
4.3 Coordination and Outreach Unit

Ensures outreach and interaction on gender issues with the academic and research community, women's organizations, national machineries, networks, bilateral and multilateral development institutions;

Monitors the implementation of gender components of global policy documents and coordinates reports on the United Nations system of activities in relation to gender;

Encourages coordination of activities of bodies of the United Nations system in implementation of the Beijing Platform for Action and of other conferences relating to the mainstreaming of gender issues.

## ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT FOR POLICY COORDINATION AND SUSTAINABLE DEVELOPMENT


Special Coordinator for Africa and the Least Developed Countries
Executive Office
Under-Secretary-General
Office of the Under-Secretary-General
Information Services Unit
Division for Policy Coordination and Economic and Social Council Affairs
Policy Coordination and Inter-Agency Affairs Branch
Secretariat Services Branch
Operational Activities for Development Unit
Division for Sustainable Development
Human Development, Institution and Technology Branch
Energy and Natural Resources Branch
Finance and Economics Branch
Small Island Developing States Unit
National Information Analysis Unit
Division for Social Development
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